

DEVELOPMENT STANDARDS VARIANCE REQUEST

Office Use Only
Filing Fee \$ _____
File Number ____
Date Received _____
Pre-submittal
Number

		Number_		
Type of Request: (Please Check	Applicable Category)			
<u>Plan Commission</u>		Plan Commission ar	nd City Council	
☐ Screening and Landscaping		☐ Downtown Develop	ment Standards	
☐ Acreage Waiver				
☐ SH 190/IH 635/IH 30 Developm	nent Standards			
☐ Sidewalk Waiver		City Council		
☐ Metal Building		☐ Alley Waiver		
☐ PD Acreage Waiver		☐ Tree Preservation Variance		
☐ Senior Living Standards				
□ Signage				
☐ Building Line Modification				
APPLICANT				
Name:	Contact:			
Address:				
City:	_ State:	Zip:		
Phone:	_ Cell:	Fax:		
Email:				
CURRENT PROPERTY OWNER				
Name:	Contact:			
Address:				
City:	_ State:	Zip:		
Phono:	Calle	Fov:		

Email:			
Legal Description of Subject Property (Requir	ed):		
Street Address:			
Subdivision Name:	Lot No.	Block No	
If property is unplatted, include Metes and Bounds de	scription on a CD/	Floppy in Mic	rosoft Word format.
Current Zoning:			
Case Number:(Assigned at Pre-Submittal Meeting)			
Please provide specific details regarding the request space provided below. Please provide all necessary a	as well as justifica attachments with a	tion for the propplication.	oposed variance in the
BEFORE ME, the undersigned, a Notary Public in appeared, known the foregoing instrument and acknowledge to n	to me to be the pne that he execu	person whose ted the sam	e name is subscribed in
Considerations therein expressed, and in the capa GIVEN under my hand and seal of office, this			, AD,
Notary Public in and for the State of Texas			
IV. (Signature of Owner)	ate		
BEFORE ME, the undersigned, a Notary Public in appeared, known the foregoing instrument and acknowledge to n considerations therein expressed, and in the capa	to me to be the pne that he execu	person whose ted the sam	e, on this day personally e name is subscribed in e for the purposes and
GIVEN under my hand and seal of office, this	day of		, AD,
Notary Public in and for the State of Texas			

City of Garland

Instructions for Submitting Development Standards Variance Applications

- 1. All requests must contain the following documentation.
 - A. Completed Development Standards Variance application
 - B. Filing fee
 - C. Letter stating reason for the request and justification for the variance(s)
- 2. Depending on the type of variance application filed, the following additional items are required in order to complete the application.

A. Screening and Landscaping Variance

- Site Plan
- Landscape Plan

B. Sign Variance

- Site Plan (if free standing sign, showing proposed location of sign)
- Sign Details (elevations with dimensions)

C. Alley Waiver

- Site Plan (see Site Plan instruction sheet)
- Civil Engineering Documents (submitted directly to the Engineering Department one week prior to the development application filing deadline)

D. PD Acreage Waiver

- Conceptual Plan
- Description of development and justification for PD

E. Metal Building Variance

- Site Plan
- Building Elevations

F. SH 190/IH 635/IH30 Development Standards*

- Site Plan
- Landscape Plan
- Building Elevations
- Signage Details (elevations with dimensions)

G. Tree Fund Variance

- Tree Survey
- Tree Mitigation Plan

H. Senior Living and Downtown Development Standards*

Site Plan and additional information as requested

Note: The site plan or illustration must accurately reflect the dimensions of the subject property as well other information pertinent to the request. All drawings must be clearly drawn and legible. Straight lines must be drawn using a straight edge. Labels and dimensions must be neat and easy to read. Please refer to the Fee Schedule for applicable filing fee.

For additional information contact the Division of Current Planning & Development Review of the Planning Department at 972- 205-2445.

^{*}Required documentation will vary per request.